RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

District Technical Review Committee
Meeting Notes

Tuesday, September 15, 2020	**2:30-4:00pm**	**Hosted via Zoom**

Committee Members	Guests
☒ Steven Schmidt (Chair, MUS)	☒ Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
☒ Jeannie Kim (Co-Chair, VC Ed. Services)	☐ Heather Edberg (Staff, RCCD)
☒ Kelly Douglass (ENG, RCC)	☒ Bryan Nicol (Staff, RCCD)
☒ Brian Johnson (MAT, NOR)	☐ Rebecca Turner (Staff, RCCD)
☒ Ann Pfeifle (HIS, MVC)	☒ Ellen Brown-Drinkwater (AO, RCC)
	☒ Nick Franco (AO, NOR)
	☒ Jeanne Howard (AO, MVC)
	☒ Sabina Fernandez (Staff, MVC)
	☐ Casandra Greene (Staff, RCC)
	☒ Nicole Brown (Staff, NOR)
	☐ Paul Conrad (CIS, RCC)
Additional Guests: Mark Haines, Jodi Julian. Janet Lehr, Clara Lowden, Kwokwai Siu, Rhonda Taube, Oliver Thompson	

Zoom Information
https://cccconfer.zoom.us/j/97434036610
+1 669 900 6833 (US Toll)
Meeting ID: 974 3403 6610

Agenda and Minutes

1. Approval of Agenda
    a. 1st B. Johnson; 2nd K. Douglass
    b. Approved, Unanimous
2. Approval of Minutes - September 1, 2020
    a. 1st K. Douglass; 2nd A. Pfeifle
    b. Approved, Unanimous

Action Items

1. Curriculum Proposals

Discussion Items

1. AHS Approval Process – Rhonda Taube

a. AHS was approved at Riverside in 2018 as Riverside was initially spearheading the projects as faculty were available. The project was put on hold at that time as it was unclear was the approval process was to move courses into the discipline.

b. 18 major modifications have been launched to adjust the discipline acronym. AHS-6 is a new course that will be launched and cross-listed with ART-6. Rhonda Taube has been working with Casandra Greene to identify the programs that also need to be updated, including ADTs and AOEs.

c. Bryan Nicol – There are currently no department chairs set up for AHS. The proposals at the department level will be 'stuck' until users are input to issue approvals.

d. **Question:** What is the process for determining all the faculty members who have the appropriate FSA so that they can be appropriately set up in Meta?

e. **Question:** What is the process for approving updates to AOEs?
   i. Kelly Douglass – Several years ago, faculty formed a sub-group that reviewed AOEs and with any updates, but the question remains how AOEs are updated currently.

f. **Question:** Is there a TOPs code change on these courses?
   i. After some discussion, it was established that 1002.00 – Art, which is the current code for the courses, is the appropriate code and does not need to be changed.
   ii. The Articulation Officers indicated that if the TOPs code were changed, that this would not impact articulation.

g. **Question:** Would it be easier to create the courses as new courses that are cross-listed with the current ART discipline so that faculty with the ART FSA can continue teaching?
   i. Nick Franco – This would have an impact on articulation, which could take one to two years for CSUGE/IGETC approval, course-to-course approval for major preparation.

h. **Question:** Is the FSA for Art History different from Art?
   i. Rhonda Taube – Yes, and the faculty are also currently working towards obtaining the appropriate FSA.

i. **Question:** The courses involved appear on four different ADTs. Whose job is it to rewrite the narratives for the ADTs? The ADTs involved appear to be Studio Arts, Art History, Spanish (in the substitution list), and Elementary Teacher Education at Riverside.
   i. Rhonda Taube indicated she had been working with Casandra to identify the programs impacted, and that she believed ADTs for the other colleges were also being updated. She stated she would investigate the substitution list for the Spanish ADT.

j. **Question:** For future discipline creations, how is it made clear to faculty that the new discipline exists, is available for faculty to teach, and that the faculty interested to obtain the appropriate FSA?
   i. Ann Pfeifle – With the creation of the Ethnic Studies discipline, the discipline at times is associated with history, but historically has been taught by sociologists. Whatever the process, it needs to be made clear that

faculty can seek to obtain the FSA.

    ii. Rhonda Taube – The process is through HR. Faculty can self-elect and work with HR if they meet the minimum qualifications. As department chair, Rhonda stated she reached out through the department to faculty, and also sought out faculty who had taught the courses under ART for a number of years so they could meet the minimum qualifications through equivalency.

    iii. Bryan Nicol – At which point in the discipline creation process should this happen?

        1. Kelly Douglass – Perhaps at the point that the discipline/discipline inclusion is created. The department chair must indicate which faculty members are to be included so that the appropriate faculty members are the ones reviewing and commenting on curriculum.

        2. Bryan Nicol – For AHS, the department chairs submitted the discipline inclusion form for RIV and MOV. Bryan stated he would reach out to the department chair at NOR to obtain approval, and that department chair approval would be sought in the future before updating Meta user accounts.

    iv. Brian Johnson – It appears to be the department's job to find those faculty that have the FSA and to contact HR. Every year, HR also provides a statement asking faculty if their FSA is correct or if there are any others that need to be added. When the department schedules courses, faculty cannot be assigned unless they have the appropriate FSA.

2. New ERP: Impact on Catalog and Schedule – Jeannie Kim
   a. The new ERP will have an impact on catalog and schedule production. Our current catalog is a summer-to-spring catalog, and not a fall-to-summer catalog. While the topic of moving to a fall-to-summer calendar was discussed several years ago, the decision at that time was to not make a change to the starting time for the catalog. With the new ERP being implemented, it may be a good time to revisit this discussion.
   b. Because the RCCD calendar falls on two different academic years based on the four-year institution calendar, there is an impact on students especially regarding articulation. Most articulation approvals are effective in the fall, which creates problems for students taking classes in the summer. There could also be an impact with the implementation of ethnic studies.
   c. **Question:** Is there any reason why we should not change to a fall-to-summer catalog?
      i. Kelly Douglass – Could the issue be budget related? The budget is on a summer to spring schedule.
      ii. Jeannie Kim – That issue will need to be discussed with Aaron Brown in more details, but many institutions have a summer-to-summer fiscal year with the catalog still starting in the fall term.
   d. Ann Pfeifle – This is a discussion the articulation officers have brought up previously, and it may be a good change to implement.

e. Bryan Nicol – Articulation beginning in the fall term while our catalog begins in the summer term also causes issues with scheduling and transcripts that are extremely difficult to correct.

3. Addendum Process for 2021-2022 – Jeannie Kim
   a. In the past, the rolling addendum has helped the CTE programs in being more responsive to industry and community needs, however, having a continuous rolling addendum process that brings in new courses and programs as frequently as it has been will most likely be problematic with the new ERP.
   b. An upload will need to be performed with the existing catalog and schedule into the new ERP. Since everything is built off the catalog, including EduNav and guided pathways, if the catalog is not kept relatively stable it could lead to problems in the next 18 months when the ERP goes live.
   c. **Question:** During the transition period, would it be acceptable to have some sort of hiatus of publishing multiple addendums during the implementation of the ERP, allowing for perhaps one or two addendums over the course of an 18-month period? Additionally, how would we go about messaging this to faculty?
      i. Ann Pfeifle – There will be some resistance from the VPAA at Moreno Valley along with CTE faculty. The CTE faculty are required to update their curriculum every two years, so having a hiatus of 18 months could be difficult. If one or two addendums can be published, this would be helpful. Additionally, just a few years ago there were no addendums.
      ii. Bryan Nicol – Rolling addendums have been done for the past two cycles, being posted as necessary.
      iii. Nick Franco – The rolling addendum has been great for Norco in ensuring new curriculum could be offered.
      iv. Kelly Douglass – There will most likely be objections from CTE faculty and the VPAA from Riverside, but if we are just going back to a system of one or two addendums during the transition, this may be possible.
      v. Ann Pfeifle – A major issue may include outside accreditors, such as the Sheriff's Department. Being unable to update curriculum would also have an impact on being able to stay competitive.
         1. Jeannie Kim – We may be able to make certain allowances in those cases where it is very specific and we may lose competitive edge, but to have a constant rolling addendum could lead to disorganization in the new ERP.
   d. Jeannie Kim – This conversation will continue with the VPAAs. It's unclear if the process needs to be approved as there does not appear to be a formal record of approval previously.

4. AHS Discipline ADTs – Ellen Brown-Drinkwater and Casandra Greene
   a. **Question:** Regarding the updates due to AHS, is there a way to expedite the approvals of the ADTs?
      i. Ellen Brown-Drinkwater - There are no programmatic changes, only the change of the discipline to AHS. Could it be done as an info item to DCC?

      ii. Kelly Douglass – Is there a precedent for a 'minor modification' of programs? Perhaps the program could be reviewed at Tech Review and then moved to DCC?

    b. Jeanne Howard – The information in the RCCD Curriculum Handbook is out of date, specifically the portion regarding program modifications. Until the document is updated, it may be beneficial to remove the handbook from the web so that faculty are not confused.

      i. Bryan Nicol – The section on program modifications is out of date. The State Chancellor's Office previously separated modified programs into 'substantial' and 'non-substantial' changes. This is no longer the case. Bryan drafted language to update the handbook and forwarded it to Steven and Brian.

    c. Jeanne Howard – There are several documents that need to be obtained for program modifications, and it can create a delay in submitting items to Assist.

    d. **Question**: Is there any concern regarding C-ID approval?

      i. Ellen Brown-Drinkwater – Nick Franco can submit updates, and a 'history' feature has also been created. Approval should not be impacted.

5. Course Deletions and Program Impact – Casandra Greene
    a. Postponed

6. ALR Approval Process Clarification – Bryan Nicol
    a. Postponed

7. AOE Revision Process – Bryan Nicol
    a. Postponed

Program Documentation

1. New Programs
    a. RIV – Introduction to Basic Computer and IT Careers for ESL Students
2. Program Modifications
    a. RIV – Administration of Justice ADT
    b. NOR – Entrepreneurial Essentials (Credit and Non-Credit)

Members of the public wishing to comment on an agenda item or other topic within the purview of the Riverside Community College District Technical Review Committee will be given the opportunity via Zoom or may submit commentary to techreview@rccd.edu.

Technical Review Notes

Proposals and Notes for 09/15/2020

Courses

Course Major Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
ADJ 200	**Administration of Justice Work Experience**	☑☑☑	**Hold**	Y	Y	Y
This is a change from the WKX-200 cross listing. Holding to determine faculty's intent for course.						
CAT 3	**Computer Applications for Business**	☑☑☑	**Hold**	Y	Y	Y
Awaiting exclusion vote for BUS 3.						
CAT 51	**Intermediate Keyboarding/Document Formatting**	☑☑☑	**Approved**	Y	Y	Y
CAT 55	**Applied Accounting/Bookkeeping**	☑☐☑	**Hold**	Y	Y	Y
If cross listing is being removed, both courses will need to come through at the same time. Unclear from minutes of ACC faculty were aware cross listing was being removed.						
CIS 26A	**Cisco Networking Academy 1A**	☐☐☑	**Approved**	Y	Y	Y
CIS 26B	**Cisco Networking Academy 1B**	☐☐☑	**Approved**	Y	Y	Y
CIS 26C	**Cisco Networking Academy 1C**	☐☐☑	**Approved**	Y	Y	Y
CIS 3	**Computer Applications for Business**	☑☑☑	**Hold**	Y	Y	Y
Awaiting exclusion vote for BUS 3.						
CIS 54A	**Introduction to Animate**	☑☐☑	**Hold**	Y	Y	Y
Waiting for crosslisted partner CAT-54A. Ann will reach out to MOV faculty.						
HIS 1	**World History to 1500**	☑☑☑	**Approved**	Y	Y	Y
Entry skills need header. Minutes are RCC only.						
HIS 2	**World History since 1500**	☑☑☑	**Approved**	Y	Y	Y
Entry skills need header. 2/2H have a content issue with an A and no B. Minutes are RCC only.						
HIS 26	**History of California**	☑☑☑	**Approved**	Y	Y	Y
Entry skills need header. Minutes are RCC only.						
HIS 28	**Native American History to 1871**	☐☐☑	**Approved**	Y	Y	Y
HIS 29	**Native American History II: Contemporary Society**	☐☐☑	**Approved**	Y	Y	Y
Entry skills need header.						
HIS 2H	**Honors World History since 1500**	☐☐☑	**Approved**	Y	Y	Y
Entry skills need header. 2/2H have a content issue with an A and no B. Minutes are RCC only.						
HIS 32	**History of Early Latin America**	☐☐☑	**Approved**	Y	Y	Y
HIS 33	**History of Modern Latin America**	☐☐☑	**Approved**	Y	Y	Y

Y = "Yea" N = "Nay" A = Abstained Blank = Absent for Vote

Courses

Course Major Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
KIN 29	**Soccer Theory** No Norco minutes.	☐	☑	☑	Hold	Y	Y	Y
KIN 33	**Baseball Theory**	☐	☐	☑	Approved	Y	Y	Y
KIN 35	**Foundation for Fitness and Wellness** There is different lab content in the course content section twice. Clara will work with faculty.	☑	☑	☑	Hold	Y	Y	Y
KIN 45	**Group Fitness Instructor**	☐	☐	☑	Approved	Y	Y	Y
KIN A77A	**Jogging for Fitness, Beginning** No Norco minutes	☐	☑	☑	Hold	Y	Y	Y
KIN A77B	**Jogging for Fitness, Intermediate** No Norco minutes	☐	☑	☑	Hold	Y	Y	Y
KIN A77C	**Jogging for Fitness, Advanced** No Norco minutes	☐	☑	☑	Hold	Y	Y	Y
KIN V07	**Golf, Varsity, Men**	☐	☐	☑	Approved	Y	Y	Y
KIN V08	**Tennis, Varsity, Men**	☐	☐	☑	Approved	Y	Y	Y
KIN V18	**Tennis, Varsity, Women**	☐	☐	☑	Approved	Y	Y	Y
KIN V22	**Fastpitch, Varsity, Women**	☐	☐	☑	Approved	Y	Y	Y
NRN 12	**Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing**	☐	☐	☑	Approved	Y	Y	Y
NVN 52A	**Nursing Learning Laboratory**	☐	☐	☑	Approved	Y	Y	Y
NVN 62A	**Nursing Learning Laboratory**	☐	☐	☑	Approved	Y	Y	Y

Course Minor Modifications

		M	N	R	Action	Douglass	Johnson	Pfeifle
BUS 40	**Introduction to Global Business** Minutes are not current. Originator was also unsure of why these proposals were coming to Tech Review. Bryan will follow up and CC Kelly/Steven.	☐	☐	☑	Hold	Y	Y	Y
BUS 48	**Global Management** Minutes are not current. Originator was also unsure of why these proposals were coming to Tech Review. Bryan will follow up and CC Kelly/Steven.	☐	☐	☑	Hold	Y	Y	Y
BUS 840	**Introduction to Global Business** Minutes are not current. Originator was also unsure of why these proposals were coming to Tech Review. Bryan will follow up and CC Kelly/Steven.	☐	☐	☑	Hold	Y	Y	Y

Courses

Course Minor Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
CAT 50	**Beginning Computer Keyboarding** Will be re-launched as a major mod.	☑ ☐ ☑	**Removed from Agenda**	Y	Y	Y

Distance Education

		M N R	Action	Douglass	Johnson	Pfeifle
ADM 2CDE	**Ethics and Legalities for Graphic Designers** For ADM DE proposals, an updated COR is required for a standard DE approval. Faculty are continuing to work on updating courses; continuing to hold.	☑ ☐ ☑	**Hold**	Y	Y	Y
ADM 55DE	**Business Management for Graphic Communications**	☐ ☐ ☑	**Hold**	Y	Y	Y
ADM 62DE	**Typography and Graphic Design**	☑ ☐ ☑	**Hold**	Y	Y	Y
ADM 63ADE	**Design for Print Publication**	☑ ☐ ☑	**Hold**	Y	Y	Y
ADM 63BDE	**Design for Electronic Publication**	☐ ☐ ☑	**Hold**	Y	Y	Y
ADM 67DE	**Multimedia Animation**	☑ ☐ ☑	**Hold**	Y	Y	Y
ADM 68ADE	**3D Animation with Maya I**	☐ ☐ ☑	**Hold**	Y	Y	Y
ADM 68BDE	**3D Animation with Maya II**	☐ ☐ ☑	**Hold**	Y	Y	Y
ADM 69DE	**Motion Graphics and Special Effects with After Effects**	☐ ☐ ☑	**Hold**	Y	Y	Y
ADM 70DE	**Project Production and Portfolio**	☐ ☐ ☑	**Hold**	Y	Y	Y
ADM 71ADE	**Adobe Photoshop for Image Manipulation**	☑ ☐ ☑	**Hold**	Y	Y	Y
ADM 71BDE	**Adobe Photoshop, Advanced**	☐ ☐ ☑	**Hold**	Y	Y	Y
ADM 74ADE	**Web Design**	☐ ☐ ☑	**Hold**	Y	Y	Y
ADM 74BDE	**Web Design with Dreamweaver**	☐ ☐ ☑	**Hold**	Y	Y	Y
ADM 77ADE	**Adobe Illustrator for Graphic Art**	☑ ☐ ☑	**Hold**	Y	Y	Y
ADM 77BDE	**Adobe Illustrator, Advanced**	☐ ☐ ☑	**Hold**	Y	Y	Y
ALR DX 1 882	**DX 1 882**	☑ ☑ ☑	**Approved**	Y	Y	Y
ANT 3DE	**Prehistoric Cultures**	☑ ☑ ☑	**Approved**	Y	Y	Y
ART DX 5-93	**DX 5-93**	☑ ☑ ☑	**Approved**	Y	Y	Y
BIO DX FLD	**DX FLD** Holding at faculty request. Minutes are not attached to the proposal.	☐ ☑ ☑	**Hold**	Y	Y	Y
BUS DX 24	**Business Communication**	☑ ☑ ☑	**Approved**	Y	Y	Y

Courses

Distance Education

		M	N	R	Action	Douglass	Johnson	Pfeifle
CHE DX 10	Chemistry for Everyone	☐	✓	✓	**Hold**	Y	Y	Y
CHE DX do not indicate a vote and have a note that the proposal needs to be reviewed/discussed. Kelly will follow up.								
CHE DX 12AB	DX 12AB	☐	✓	✓	**Hold**	Y	Y	Y
CHE DX 17	Introduction to the Development of Modern Science	☐	☐	✓	**Hold**	Y	Y	Y
CHE DX 1A-3	DX 1A-3	✓	✓	✓	**Hold**	Y	Y	Y
CHE DX 2B	Introductory Chemistry II	✓	✓	✓	**Hold**	Y	Y	Y
CIS DX 44-66	DX 44-66	☐	✓	☐	**Forward to Colleges**	Y	Y	Y
This was approved at the 9/1/20 Tech Review.								
COM DX 1H9H	DX 1H9H	✓	✓	✓	**Approved**	Y	Y	Y
COM DX 3-6	DX 3-6	✓	✓	✓	**Approved**	Y	Y	Y
COM DX 51	Enhancing Communication Skills	✓	☐	✓	**Approved**	Y	Y	Y
COM DX 7-11	DX 7-11	✓	✓	✓	**Approved**	Y	Y	Y
COM DX 85	DX 85A85B	☐	☐	✓	**Approved**	Y	Y	Y
COM DX 89	Intramural Competition	☐	☐	✓	**Approved**	Y	Y	Y
COS DX 60A-812	DX 60A-812	☐	☐	✓	**Approved**	Y	Y	Y
COS DX 60F-99	DX 60F-99	☐	☐	✓	**Approved**	Y	Y	Y
DAN DX 12	Kinesiology for Pilates/Dance	☐	☐	✓	**Approved**	Y	Y	Y
DAN DX 13	Pilates Methodology	☐	☐	✓	**Approved**	Y	Y	Y
DAN DX 14	Internship in Pilates Education and Teaching	☐	☐	✓	**Approved**	Y	Y	Y
DAN DX 46-51	DX 46-51	✓	☐	✓	**Approved**	Y	Y	Y
For Intermediate and Advanced Pilates, there is a specific machine that is used in the course that is cost prohibitive for students. This DX proposal is listed as both online and hybrid. Faculty will resubmit a DX proposal for DAN D49 and D51. Steven will remove D49 and D51 from the form and proposal.								
DAN DX 5-19	DX 5-19	✓	☐	✓	**Approved**	Y	Y	Y
DAN DX D21-D26	DX D21-D26	✓	☐	✓	**Approved**	Y	Y	Y
DAN DX D30-D60	DX D30-D60	✓	☐	✓	**Approved**	Y	Y	Y
DXX, DYY, and DZZ are courses that are currently being created.								

Courses

Distance Education

		M	N	R	Action	Douglass	Johnson	Pfeifle
EAR 24DE	Introduction to Curriculum	☑	☑	☑	**Approved**	Y	Y	Y
EAR 25DE	Teaching in a Diverse Society	☑	☑	☑	**Approved**	Y	Y	Y
EAR DX 19	Observation and Assessment in Early Childhood Ed.	☑	☑	☑	**Approved**	Y	Y	Y
EAR DX 30-41	DX 30-41	☑	☑	☑	**Approved**	Y	Y	Y
EDU DX 1	Introduction to Elementary Classroom Teaching	☑	☐	☑	**Approved**	Y	Y	Y
ELE DX 27	Technical Communications	☐	☑	☐	**Forward to DCC**	Y	Y	Y
Forward to DCC. Crosslisting was added to an existing form, but a separate proposal was added in Meta.								
KIN 23DE	Volleyball Coaching Theory	☐	☐	☑	**Approved**	Y	Y	Y
KIN DX V82	Speed, Agility, and Quickness Training	☐	☐	☑	**Approved**	Y	Y	Y
MAT DX LAB	DX LAB	☑	☑	☑	**Approved**	Y	Y	Y
No minutes were attached but Brian Johnson provided a verbal confirmation that the discipline discussed and approved the DX proposals.								
MAT DX LEC	DX LEC	☑	☑	☑	**Approved**	Y	Y	Y
MUS 101DE	Introduction to Music Technology	☑	☐	☑	**Approved**	Y	Y	Y
MUS 22DE	Survey of Music Literature	☑	☐	☑	**Approved**	Y	Y	Y
MUS 23DE	History of Rock and Roll	☑	☑	☑	**Approved**	Y	Y	Y
MUS 3DE2	Fundamentals of Music	☑	☑	☑	**Approved**	Y	Y	Y
MUS 4DE	Music Theory I	☑	☑	☑	**Approved**	Y	Y	Y
MUS 5DE	Music Theory II	☑	☑	☑	**Approved**	Y	Y	Y
MUS 6DE	Music Theory III	☑	☑	☑	**Approved**	Y	Y	Y
MUS 98DE	Careers in Music	☐	☐	☑	**Approved**	Y	Y	Y
MUS DX 52	Recital Performance	☐	☑	☑	**Approved**	Y	Y	Y
PHI DX 10H-36	DX 10H-36	☑	☑	☑	**Approved**	Y	Y	Y
POL DX 1-14	DX 1-14	☑	☑	☑	**Approved**	Y	Y	Y
THE 29DE	Musical Theatre Appreciation	☐	☑	☑	**Approved**	Y	Y	Y
WKX DX A-W	DX A-W	☑	☑	☑	**Hold**	Y	Y	Y
Holding for an additional review. Table of 200 level courses needs to be added to form.								

Courses

New Courses

		M N R	Action	Douglass	Johnson	Pfeifle
KIN A64A	Soccer, Beginning	☑ ☑ ☑	**Approved**	Y	Y	Y
KIN A64B	Soccer, Intermediate	☑ ☑ ☑	**Approved**	Y	Y	Y
KIN A64C	Soccer, Advanced	☑ ☑ ☑	**Approved**	Y	Y	Y

Disciplines

Discipline Inclusions

		M N R	Action	Douglass	Johnson	Pfeifle
AHS	Art History	☑ ☐ ☐	**Approved**	Y	Y	Y
AHS	Art History	☐ ☑ ☐	**Approved**	Y	Y	Y

Programs

New Programs

		M N R	Action	Douglass	Johnson	Pfeifle
Non-Credit Certificate						
ESL	Introduction to Basic Computer and IT Careers for ESL Students	☐ ☐ ☑	**Approved**	Y	Y	Y

Program Modifications

		M N R	Action	Douglass	Johnson	Pfeifle
Certificate						
ENP	Entrepreneurial Essentials	☐ ☑ ☐	**Approved**	Y	Y	Y
Non-Credit Certificate						
ENP	Entrepreneurial Essentials	☐ ☑ ☐	**Approved**	Y	Y	Y